

Office Use Only

REPORTING FORM FOR CHANGES
OR CORRECTIONS

1. SDAT Real Property Tax Identification Number of the Property Subject to the Ground Lease:

1-A

County Code
(See Instructions)

Identification Number

1-B

County Code	Ward	Section	Block	Lot
03				

For Baltimore City Only

2. Premise Address of the Property Subject to the Ground Lease:

Street Address

City

State

Zip

3. Change of the Name and Address of Ground Lease Tenant: _____
Name (First, M.I., Last)

Street Address

City

State

Zip

4. Change of the Name and Address of Ground Lease Holder: _____
Name

Street Address

City

State

Zip

5. Change of the Name and Address of the Person or Entity to Whom Ground Rent Payment is Made Payable and Mailed:

Name

Street Address

City

State

Zip

6. Corrections to Original Filing or Previous Amendment

A. Range of Years in Which the Ground Lease was Created:

- ☐ Prior to April 8, 1884; ☐ Between April 6, 1888 and July 1, 1982; or
☐ Between April 8, 1884 and April 5, 1888; ☐ July 2, 1982 or later

B. Total Annual Ground Rent Amount: \$ _____ . _____

C. Rent Payment Due Dates:

- ☐ Annually on: _____ ☐ Quarterly on: _____
☐ Semi-Annually on: _____ ☐ Other: _____

D. Corrected Deed Reference Information for the Current Ground Rent Deed:

Book

Page

Clerk's Initials

Year Recorded

7. Name and Address of Person or Entity Reporting the Change(s):

Name

Street Address

City

State

Zip

8. Date this Form was Prepared: ____/____/20__

9. See Instructions for the mailing address to submit this form reporting the redemption of a ground lease.

**INSTRUCTIONS FOR REPORTING A CHANGE OR CORRECTION TO A PREVIOUSLY FILED
GROUND RENT REGISTRATION**

NOTE: REAL PROPERTY ARTICLE, § 8 – 706, REQUIRES THAT A GROUND LEASE HOLDER PROMPTLY NOTIFY THIS DEPARTMENT OF CHANGES TO CERTAIN INFORMATION IN A PREVIOUSLY FILED REGISTRATION. THIS FORM LISTS THOSE CHANGES WHICH MUST BE REPORTED. IN ADDITION, SOME OTHER ITEMS OF INFORMATION HAVE TO BE REPORTED IN ORDER TO INDEX THE CHANGES WITH THE EARLIER REGISTRATION. A GROUND LEASE HOLDER WITH CHANGES TO A LARGE NUMBER OF GROUND LEASES SHOULD CONSIDER CONTACTING THE DEPARTMENT TO OBTAIN A “FILE FORMAT” DESCRIPTION FOR SUBMITTING THE CHANGE FORMS ON A COMPACT DISK (CD).

ITEM 1 – REAL PROPERTY TAX IDENTIFICATION NUMBER OF THE PROPERTY SUBJECT TO THE GROUND LEASE: The identification number is composed of the two digit county code where the property is located, followed by an account number up to 14 characters in length. This information can be obtained for a property from an assessment notice or by going to the Department’s website for Real Property. If using the Department’s website, the account number displayed must be preceded by the two digit county/city code listed below. Item 1-A is used for all Maryland jurisdictions with the exception of Baltimore City. Item 1-B is to be used exclusively for Baltimore City properties only. *This item is required.*

Allegany - 01	Calvert - 05	Charles - 09	Harford - 13	Prince George’s - 17	Talbot - 21
Anne Arundel - 02	Caroline - 06	Dorchester - 10	Howard - 14	Queen Anne’s - 18	Washington - 22
Baltimore City - 03	Carroll - 07	Frederick - 11	Kent - 15	St. Mary’s - 19	Wicomico - 23
Baltimore Co. - 04	Cecil - 08	Garrett - 12	Montgomery - 16	Somerset - 20	Worcester - 24

ITEM 2 – PREMISE ADDRESS: Enter the correct street number and full address of the property subject to the ground lease. *This item is required.*

ITEM 3 – CHANGE NAME/ADDRESS OF GROUND LEASE TENANT TO: If a change to the name or the address of the tenant has occurred, enter the new information here. If there has been no change to this item, please write N/A.

ITEM 4 – CHANGE NAME/ADDRESS OF GROUND LEASE HOLDER TO: Enter a full and complete name and address for the holder of the ground lease if either information has changed. If there has been no change to this item, please write N/A.

ITEM 5 – CHANGE NAME/ADDRESS WHERE GROUND RENT PAYMENT IS MAILED: Enter the full and complete name of the person or entity to whom the ground rent check is made payable and the address where a tenant is required to send the ground rent payment if either information has changed. If there has been no change to this item, please write N/A.

ITEM 6 – CORRECTIONS TO ORIGINAL FILING OR PREVIOUS AMENDMENT: Use this section to report changes or corrections to a previously reported deed and rent payment information.

ITEM 7 - NAME AND ADDRESS OF PERSON OR ENTITY REPORTING THE CHANGE(S): Enter the full and complete name and address for the person or entity reporting the change(s). *This item is required.*

ITEM 8 – DATE THIS FORM WAS PREPARED: The filer should enter the actual date this change form was prepared for submission to the Department.

ITEM 9 – MAILING ADDRESS: The completed form(s) or CD submission should be mailed to the Department of Assessments and Taxation, Ground Rent Division, 301 W Preston Street, 8th Floor, Baltimore, MD 21201. There is no fee for submitting a change to a previously filed residential ground rent registration.